

**Oneida County Buildings & Grounds Committee
Minutes – April 21, 2014**

Members present: Chairman Billy Fried; Greg Oettinger; Alex Young; Bob Metropulos.

Members excused: Lance Krolczyk.

Others present: Mel Houg, Ministry Hospice; Bruce Stefonek, Assistant Facilities Director; LuAnn Brunette, Facilities Director; Lisa Jolin, Committee Recording Secretary.

Call to order

Chairman Fried called the meeting to order at 9:00 a.m. in Committee Room #1, second floor of the Oneida County Courthouse, in accordance with the Wisconsin Open Meeting Law.

Chairman Fried introduced those present, noting that he appreciated the opportunity to work with everyone. He stated that Supervisor Metropulos would be late arriving to the meeting.

Approve agenda

Motion to approve agenda by Oettinger/Young. All aye on voice vote. -

Election of Vice Chair

Fried nominated Alex Young for the position of Vice Chair. Second by Oettinger. All aye on voice vote.

Approve minutes

Motion to approve the minutes of the April 7, 2014 committee meeting by Oettinger/Fried. Supervisor Young abstained; remainder of members present voted aye.

Request from Ministry Hospice for use of courthouse outside normal hours of operation

Mel Houg was present for this item.

Brunette explained that Mel Houg from Ministry Hospice had contacted her requesting to use the courthouse outside normal hours of operation, specifically Saturday, July 26, 2014 from 10:00 a.m. until 4:00 p.m. Brunette explained that their group would be hosting a courthouse neighborhood garden walk as a fundraiser and wanted to include a visit to the courthouse historical rotunda area. She stated that Houg had offered that the building would be staffed by volunteers, if permitted; only staff opening and closing the building would be required. Brunette related her concerns about having the building open without county staff present and the security concerns this creates; the possible cost to the county for overtime wages for staffing and bathroom cleaning; but most importantly the precedence it sets to other groups who have inquired about building use on weekends in the past (to access bathrooms) and have been denied access.

Committee members questioned the possible cost to the county for staffing the building. Brunette stated it would likely be about \$150.

Houg explained this is a fundraiser for Ministry Hospice, an organization that assists terminally ill patients. She explained that this event would have involvement of the schools and Master Gardeners, who will be conducting tours of the neighborhood gardens and provide a historical view of the neighborhood. She provided other details about the event. She stated that public

use of the restroom would not be required. Houg indicated that members of the public could be directed to use public bathrooms at public places such as McDonalds.

Committee members discussed options and the possibility of restricting the historical area of the courthouse from the rest of the building. Chairman Fried questioned if someone from the sheriff's department would be available, or if a worker could volunteer their time. Brunette responded that it is not allowable due to workers comp rules.

Houg stated she would need an answer as soon as possible so it could be included in the advertising.

Fried stated that he wanted to support the event but, had concerns about where in the budget the funding would come from.

Supervisor Young discussed the need for a policy or possibly charging for building use, with the committee having the authority to waive the fee at their discretion.

Motion by Fried to have Brunette research exact costs to provide to the committee for the next meeting so they can make a decision at that time. Second by Oettinger. All aye on voice vote.

Fried stated this item should be back on the agenda for the April 28, 2014 meeting.

Overview of department

Brunette noted she had mailed in the agenda packet a written overview of the department, and handed out a current organizational chart showing the department structure and where staff is assigned.

Lisa Jolin left the meeting at this time.

Chairman Fried asked that this information be provided at the next meeting when all members are present.

Brunette explained how the employees are flexed at the facilities for efficiency; which buildings the department maintains; recent projects; how staff assists UW with their needs in the leased space of the lower level of the airport; discussed other county-owned facilities that the department services such as interdepartmental work with highway and solid waste; and discussed other county-owned facilities such as the human service center. Brunette noted that Stefonek has been involved in some construction projects at the human service center and the center has been billed for his time and materials the department has purchased. She noted that in addition to the department's staff of ten, the department utilizes a state inmate worker between the courthouse and law enforcement center, and sometimes uses court-ordered community service volunteers.

(Approval of the minutes took place at this time.)

Tom Jerrow, Master Gardeners, was present, but left the meeting when he determined that the request for use of the building had been discussed.

Year 2014 blanket purchase orders

Brunette provided a list of vendors with whom the department does business. She explained that this allows specific vendors who are worked with frequently to be paid in a timely manner,

within budget, and allows for discounts for early payment; payments are made on Brunette's signature, and a list of bills is mailed with each agenda packet.

Motion to approve the 2014 blanket purchase orders by Fried/Oettinger. All aye on voice vote.

Notification of use of courthouse lawn/public forum

Brunette explained that she received notification from a local church pastor of plans to use the courthouse lawn as a public forum for a prayer service on Thursday, May 1, 2014 for about half an hour at noon as participation in National Day of Prayer. She indicated that per corporation counsel, the lawn area of the courthouse is considered a public forum area, meaning that as long as a group doesn't perform any illegal acts, they have the right to utilize the space.

Update on hearing room

Brunette provided information on the history of how the determination to create a new hearing room in the space vacated by the health department was made. She explained that part of the space formerly occupied by the health department has been utilized by the IT department in the basement area; and that the remainder of the space was renovated for the medical examiner and veterans service to address security and/or space concerns.

Brunette stated that the hearing room is the final part of this phase of renovation. She indicated that the cost has come in higher than originally thought due to the requirements to meet ADA and Supreme Court Rules. She stated that Judge Nielson and Susan Byrnes, District 9 Chief Judge and Court Administrator for District 9, were present for the final walk-through of the space April 15th; she noted that Chairman Fried was also present for that meeting. She stated that a punch list has been created, consisting of 6-7 items needing to be addressed, but that the judge will certify the hearing room for use. Brunette stated that upon receipt of certification, the state computer equipment will be moved from the present hearing room to the new hearing room and the mandated digital recording system will be installed. She stated that she is hopeful that the room will be useable by the first part of May.

Chairman Fried noted that the chief judge would like to use this project as a model for other projects, and would like to come to a future county board meeting to commend the work of staff and the county for their efforts. Fried noted that he was appreciative of the staff work on the project.

Courthouse boilers

Courthouse project

Brunette provided history on the problems associated with the courthouse boiler system and funding approved in the 2013 budget process to allow for replacement of the courthouse boiler system. Brunette stated that the funding request and project was presented based on calculations performed by Stan Grys, Refrigeration Control and Design, and were straight BTU/BTU. She indicated that additional calculations could be provided by Grys at an additional cost of about \$10,000 (including fees for state submittals) that might provide for a better payback though more energy efficiency. Brunette stated that the committee, at their last meeting, discussed looking into other options for other technologies that could create efficiencies, so staff looked into vendors that provide performance based energy plans, and had met with two reps from McKinstry who would like to meet with the committee to provide a presentation on their services, either for the boiler project or the boiler project along with looking at the entire energy picture to determine what type of savings could be experienced with various projects. Committee members discussed the idea of having the finance director present for this

discussion, as well as the urgency in developing boiler replacement specs to allow for replacement prior to the next heating season.

Chairman Fried explained that the committee had discussed this option, as identifying the savings that could be experienced might allow for bonding or use of general fund monies to perform some of these projects to allow the county to take advantage of the savings at an earlier date, rather than waiting into the future.

The committee agreed that the presentation could be made at the April 28th meeting of this group.

Update on CenterPoint Energy

Brunette provided the committee with history on this, noting that the department is awaiting information on potential savings.

Update on courthouse exterior – front balconies

Brunette discussed how the historical designation of the building along with the restrictive covenant tied to the federal funding received for the dome project impacts the requirement for the state historical society to review and approve plans for any projects associated with the historical part of the building. She stated that in late fall of year 2013, staff identified issues with the exterior balconies. She provided photos showing the damage to the mortar joints and tilting of the stones, noting that this type of damage is appearing on balconies on three sides of the building, with the worst being the front balcony on both ends. Brunette stated that engineers from Miron Construction evaluated the damage last fall, but until further contact is received from the state, the county is unable to formulate any specific plans. She indicated that this will be an item on future meeting notices.

Health and Aging parking lot

Brunette explained that when the former job center building was purchased the county and Trig entered into a reciprocal parking agreement, but that it was known that the county did not own sufficient parking to accommodate staff and clients of the building within a short walking distance of the entry. She noted that due to the nature of the clients being elderly, people with health issues, or people with small children, there is a need to keep the parking within close proximity to the building. Brunette indicated that the county also considered the potential development of the green space or other property near this location owned by Trig as additional pressures on an already busy lot.

She related history of how the county board approved \$81,000 in 2013 to demolish the former Daily News building and excavate the vacant lot for additional parking, with the idea that this committee would come back with a request for additional funding to pave the lot this year. Brunette stated that of the \$81,000, \$30,821.99 remains that could be used to cover part of the paving cost. She discussed the need for the next phase of this project to divert runoff from neighboring properties.

Stefonek stated that lot line issues with neighboring property owners on both sides should be addressed prior to paving.

Chairman Fried suggested the county look at the possibility of straightening the lot lines as well as creating a lot that could be sold on the Courtney Street boundary of the property. He asked that Land Records be requested to move forward with negotiations to accomplish this.

Bills and vouchers, blanket purchase orders

Bills and vouchers, as well as blanket purchase orders paid since the April 7, 2014 meeting were reviewed. Motion by Metropulos/Young to approve the bills. All aye on voice vote.

Non-budgeted item request**Land and Water Conservation – storage cabinet**

Brunette stated that since the county board action to move land and water back to their former location, that department was moved and determined that additional storage was required. Brunette stated that land and water doesn't have a budget to cover this item, but she was willing to use funds from the buildings and grounds budget to cover the cost of \$267.99. Motion by Fried/Metropulos to approve the non-budgeted request, not to exceed \$300, with funding to come from the buildings and grounds budget. All aye on voice vote.

Closed Session – Courthouse Security Expansion

Motion by Young, second by Metropulos to enter into closed session pursuant to section 19.85(1)(d), Wisconsin Stats., "considering strategy for crime detection or prevention". A roll call vote entered into at approximately 10:25 a.m. was as follows: Krolczyk-excused; Oettinger-aye; Metropulos-aye; Young-aye; and Fried-aye.

Also present during the closed session discussion were: Stefonek and Brunette.

Return to open session

At approximately 10:37 a.m. a motion was made to return to open session by Metropulos, second by Young. Roll call vote: Krolczyk-excused; Oettinger-aye; Metropulos-aye; Young-aye; and Fried-aye.

Announcements from closed session

None

Prioritize department projects

Chairman Fried discussed the various projects with which the committee is involved, and noted that the boiler project should be the top priority. He discussed the committee's lack of budget to perform extensive work at the airport for the UW leased space at this time, and air quality testing and concerns about that space.

Public comment

None

Items for next agenda

Chairman Fried stated that the committee's ongoing projects would likely be on the next meeting notice, as well as the request from Ministry Hospice to use the building during non-operational hours.

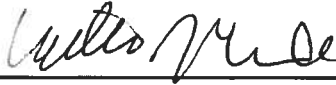
Schedule future meeting date(s)

Monday, April 28, 2014 at 9:00 a.m. was scheduled for the next meeting date; the following meeting was scheduled for Monday, May 12, 2014 at 9:00 a.m.

Brunette indicated that she would be out of town May 13-23, 2014.

Adjournment

Motion by Oettinger/Metropulos to adjourn the meeting at approximately 10:55 a.m. All aye on voice vote.



Billy Fried, Chairman



LuAnn Brunette, Facilities Director